

**PART B**  
**SUBSPECIALTY (SSP) CODES**

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**PART B**  
**SUBSPECIALTY (SSP) CODES**

1. Navy Subspecialty System

a. The Navy Subspecialty System is an integrated manpower and personnel classification and control system which establishes criteria and procedures for identifying officer requirements for advanced education, functional training, and significant experience in various fields and disciplines. Similarly, the Navy Subspecialty System is used to identify those officers who acquire these qualifications. In addition to identifying qualitative officer manpower needs, the Navy Subspecialty System is used as the basis for generating the Navy's advanced education requirements.

b. The SSP classification codes, criteria for applying these codes and procedures for establishing SSP codes as a part of officer manpower requirements are contained in this manual. The Subspecialty policy is contained in OPNAVINST 1000.16 series.

c. Subspecialty Application Responsibilities. The functions, tasks, and responsibilities of the Navy Subspecialty System Consultants, Coordinators, and Sponsors are contained in OPNAVINST 1000.16 series. CNO (N131) coordinates assignment of SSPs to billets; PERS-440 coordinates assignment of SSPs to officers on active duty and PERS-911 manages SSP coding for reserve officers on inactive duty.

2. Specialty and Subspecialty Concept. The area of specialization (specialty) required in a billet is identified by the designator code. Certain billets requiring additional qualifications beyond those indicated by a designator code are further identified by SSP codes. These codes define the field of application and additional education; experience and training qualifications needed to satisfy special requirements, which meet specific criteria of the SSP validation process. SSPs are applicable to the Unrestricted Line, Restricted Line, and Staff Corps, and are professional development fields secondary to designator specialties.

3. Subspecialty Coding System

a. Subspecialty Code Description. SSP codes are made up of five characters; four numerals and an alphabetic suffix:

(1) The 1<sup>st</sup> digit indicates the subspecialty Major Area.

(2) The 2<sup>nd</sup> digit indicates Concentration Area.

(3) The 3<sup>rd</sup> and 4<sup>th</sup> digits provide specificity (further specialization as required). Officers and billets must meet the requirements outlined in the new Core Skill Requirements (CSRs) and Educational Skills Requirements (ESRs) as developed by the Subject Matter Expert (SME) or Major Area Sponsor (MAS).

(4) The suffix (5<sup>th</sup> character) indicates the level of education/training/experience in the subspecialty.

b. Subspecialty Coding Restrictions

(1) LDO/WO. Subspecialty codes are not applied to Limited Duty Officer (LDO) or Warrant Officer (WO) billets or personnel.

(2) Subspecialty codes are not applied to Flag Officer billets.

(3) Master's level and higher education requirements normally will not be applied to Unrestricted Line shore duty billets below the grade of LCDR.

(4) Doctor of Philosophy (PhD)

(a) Within the Unrestricted Line, PhD billet requirements will be validated only for 1000 or 1050 billet designator to reflect the primacy of the education level.

(b) PhD billet requirements expressed for the engineering science disciplines normally will be validated only within the Restricted Line and Staff Corps.

(5) "Proven Subspecialist" codes apply to Unrestricted Line, Restricted Line, and 2300/2900 designator for officers and billets in the grades of LT-CAPT; these codes are awarded to officers upon completion of qualifying billets.

4. Unrestricted Line/Restricted Line Staff Corps Subspecialties

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
0000 <sup>(1)</sup>	Any Discipline	N13	N131

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	NATIONAL SECURITY STUDIES		
2000 <sup>(2)</sup>	National Security Studies – General	N3/N5/N6/N513/ N514/N515	
2101	Middle East, Africa, & South Asia		N52
2102	Far East & Pacific		N52
2103	Western Hemisphere		N52
2104	Europe Russia & Associated States		N52
2200	Regional Intelligence – General		N2
2201	Regional Intelligence – Middle East, Africa, and South Asia		N2
2202	Regional Intelligence – Far East/Pacific		N2
2203	Regional Intelligence – Western Hemisphere		N2
2204	Regional Intelligence – Europe, Russia and et al		N2
2400	Strategic Intelligence		N2
2500	Special Operations/Low Intensity Conflict		SPECWAR

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	RESOURCE MANAGEMENT & ANALYSIS		
3000 <sup>(2)</sup>	Resource Management and Analysis – General	N8	
3100	General Resource and Acquisition Management		N8
3110	Financial Management		N8
3111	Financial Management – Comptroller		N8
3112	Financial Management – Major Comptroller		N8
3120	Logistics and Transportation Management		COMSC
3121	Logistics and Transportation Management – Logistics		NAVAIR
3122	Logistics and Transportation Management – Transportation		COMSC
3130	Manpower Systems Analysis Management		N12
3150	Education & Training Management		CNET
3210	Operations Research Analysis		N81
3211	Operations Research Analysis – Analysis and Assessment		N81
3212	Operations Research Analysis – Logistics		N4

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	APPLIED DISCIPLINES		
4000 <sup>(2)</sup>	General Applied Disciplines	N7	
4100	Mathematics Applied Disciplines		USNA
4201	Operational Sciences – Chemistry		NAVSEA
4301	Academic Support – English		USNA
4302	Academic Support – History		USNA
4400	Public Affairs		CHINFO
4500	Leadership Education and Development		USNA

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	ENGINEERING & TECHNOLOGY		
5000 <sup>(2)</sup>	General Engineering and Technology	NAVSEA	
5100	Naval Construction Engineering		NAVSEA
5101	Naval Architecture		NAVSEA
5102	Power Systems		NAVSEA
5103	Acoustics		NAVSEA
5104	Missiles		NAVSEA
5200	Nuclear Engineering		NAVSEA
5201	Naval Nuclear Engineering		NAVSEA
5202	Reactors		NAVSEA
5203	Plant Propulsion Systems		N87
5300	Electrical/Electronic Systems Engineering		SPAWAR
5301	Electrical Systems		SPAWAR
5302	Communication		SPAWAR
5303	Electro-Magnetic		SPAWAR
5304	Guidance/Navigation		SPAWAR
5305	Power Systems and Electric Drive		SPAWAR
5306	Digital Signal Processing		SPAWAR
5307	Electronic		SPAWAR
5308	Total Ship Systems		SPAWAR
5309	Computer Science		SPAWAR
5400	Aeronautical Engineering		NAVAIR
5401	Aeronautical Engineering – Avionics		NAVAIR
5402	Aeronautical Engineering – Aerospace		NAVAIR
5403	Test Pilot		NAVAIR
5500	Space Systems Engineering		SPAWAR
5600	Mechanical Engineering (General)		NAVSEA
5601	Naval Mechanical Engineering		NAVSEA
5602	Total Ship Systems		NAVSEA
5700	Combat Systems		NAVSEA
5701	Combat Systems – Sensors		NAVSEA
5702	Combat Systems – Weapons		NAVSEA
5703	Combat Systems – Physics		NAVSEA
5704	Combat Systems – Acoustics		NAVSEA
5705	Combat Systems – Total Ship Systems		NAVSEA
5706	Combat Systems – Missiles		NAVSEA
5707	Combat Systems – Software Design		NAVSEA
5708	Combat Systems – Robotics		NAVSEA
5709	Combat Systems – Strategic Weapons		NAVSEA
5710	Combat Systems – Strategic Navigation		NAVSEA

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	OPERATIONS		
6000 <sup>(2)</sup> 6100 <sup>(3)</sup> 6200 6201 6202 6203 6204 6205 6206 6207 6301 6401 6402 6403 6500 <sup>(3)</sup>	General Operations Information, System and Operations Information Sciences, Systems and Operations Information Systems and Technology Modeling & Simulation Computer Science and System Design Joint Command, Control, Communications, Computers & Intelligence (C4I) Information Warfare Space Systems Operations Intelligence Information Management Undersea Warfare Metoc Operational Sciences Oceanography Operational Sciences Meteorology Operational Sciences Systems Engineering and Analysis	N6	N6 N6 N6 N6 N6 N6 COMNAVSECGRU NAVAL SPACE COMMAND N2 N87 N096 N096 N096 N769

NOTES:

- <sup>(1)</sup> Denotes requirement which may be satisfied by any discipline in the context of instructor billets (billets only).
- <sup>(2)</sup> Denotes requirement which may be satisfied by any discipline within immediate skill series.
- <sup>(3)</sup> Under development.

5. Unique Staff Corps Subsidiarities

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	CIVIL ENGINEERING CORPS	NAVFAC	N4
1101 1102 1103	Facilities Engineering Petroleum Engineering Ocean Engineering		

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	JAG CORPS	JAG	
1201 1203 1204 1205 1206 1207	Military Justice (Advanced) International Law Tax Law Health Care Law Labor Law Environmental Law		

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	SUPPLY CORPS	NAVSUP	
1301 1302 1304 1305 1306 1307 1308 <sup>(6)</sup>	Supply Acquisition, Distribution Management Systems Inventory Management Transportation Logistics Management Retailing Acquisition and Contract Management Petroleum Management Subsistence Technology		

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	CHAPLAIN CORPS	N097	
1410	Homiletics and Worship		
1420	Religious Education		
1430	Religion in Culture		
1440	Pastoral Counseling		
1450	Ethics		
1470	Ministry Multimedia Communication Management		

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	MEDICAL CORPS <sup>(2)</sup>	BUMED-15	
15A0	Aviation Medicine		
15A1	Aerospace Medicine		
15B0	Anesthesia, General		
15B1	Anesthesia, Subspecialty		
15C0 <sup>(1)</sup>	Surgery, General		
15C1	Surgery, Subspecialty		
15D0 <sup>(1)</sup>	Neurological Surgery, General		
15D1	Neurological Surgery, Subspecialty		
15E0 <sup>(1)</sup>	Obstetrics/Gynecology, General		
15E1	Obstetrics/Gynecology, Subspecialty		
15F0 <sup>(1)</sup>	General Medicine		
15G0 <sup>(1)</sup>	Ophthalmology, General		
15G1	Ophthalmology, Subspecialty		
15H0 <sup>(1)</sup>	Orthopedic Surgery, General		
15H1	Orthopedic Surgery, Subspecialty		
15I0 <sup>(1)</sup>	Otolaryngology, General		
15I1	Otolaryngology, Subspecialty		
15J0 <sup>(1)</sup>	Urology, General		
15J1	Urology, Subspecialty		
15K0 <sup>(1)</sup>	Preventative Medicine, General		
15K1	Preventative Medicine, Subspecialty		
15K2 <sup>(1)</sup>	Occupational Medicine, General		
15L0 <sup>(1)</sup>	Physical Medicine and Rehabilitation, General		
15L1	Physical Medicine and Rehabilitation, Subspecialty		
15M0 <sup>(1)</sup>	Pathology, General		
15M1	Pathology, Subspecialty		
16N0 <sup>(1)</sup>	Dermatology, General		
16N1	Dermatology, Subspecialty		
16P0 <sup>(1)</sup>	Emergency Medicine, General		
16P1	Emergency Medicine, Subspecialty		
16Q0 <sup>(1)</sup>	Family Practice, General		
16Q1	Family Practice, Subspecialty		
16R0 <sup>(1)</sup>	Internal Medicine, General		
16R1	Internal Medicine, Subspecialty		
16T0 <sup>(1)</sup>	Neurology, General		
16T1	Neurology, Subspecialty		
16U0 <sup>(1)</sup>	Undersea Medicine, General		
16U1	Undersea Medicine, Subspecialty		
16V0 <sup>(1)</sup>	Pediatrics, General		
16V1	Pediatrics, Subspecialty		
16W0	Nuclear Medicine		
16X0 <sup>(1)</sup>	Psychiatry, General		
16X1	Psychiatry, Subspecialty		
16Y0	Diagnostic Radiology		
16Y1	Radiology, Subspecialty		
16Y2	Radiology Oncology		

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	DENTAL CORPS <sup>(2)</sup>	BUMED-15	
1700 <sup>(1)</sup> 1710 1720 1725 1730 1735 1740 1745 1750 1760 1769 1775 1780 1785 1790 1795	Dentistry (General) Endodontics Dental Education Programs Comprehensive Dentistry Maxillofacial Prosthetics Orthodontics Operative Dentistry Oral Medicine/Oral Diagnosis Oral Surgery Periodontics Prosthodontics Public Health Dentistry Oral Pathology Temporomandibular Disorders Dental Science and Research Pedodontics		

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	MEDICAL SERVICE CORPS <sup>(2)</sup>	BUMED-15	
1800 <sup>(1)</sup>	Health Care Administration		
1801	Patient Administration		
1802	Medical Logistics Administration		
1803	Medical Data Services Administration		
1804	Medical Construction Liaison		
1805	Plans, Operations and Medical Intelligence		
1806 <sup>(5)</sup>	Health Care Management		
1810	Biochemistry		
1811	Toxicology		
1815	Microbiology		
1816	Epidemiology		
1817	Immunology		
1819	Pararitology		
1821	Virology		
1825	Radiation Health		
1826	Radiation Survey Ionizing		
1827	Radiation Survey Non-Ionizing		
1828	Radiation Specialist		
1835	Physiology		
1836	Aerospace Physiology		
1840	Clinical Psychology		
1841	Child Psychology		
1842	Neuropsychology		
1843	Medical Psychology		
1844	Aerospace Experimental Psychology		
1845	Research Psychology		
1850	Entomology		
1860	Enviromental Health		
1861	Industrial Hygiene		
1862	Audiology		
1865	Medical Technology		
1870	Social Work		
1873	Physical Therapy		
1874	Occupational Therapy		
1876	Clinical Dietetics		
1880	Optometry		
1887	Pharmacy, General		
1888	Pharmacy, Clinical		
1892	Podiatry		
1893	Physician Assistant		

Code	Education/Training/Experience Field	Major Area Sponsor	Subject Matter Expert
	NURSE CORPS <sup>(2)</sup>	BUMED-15	
1900 <sup>(4)</sup>	Professional Nursing		
1901	Administration		
1903	Education		
1910	Medical/Surgical Nursing		
1920	Maternal/Infant Health Nursing		
1922	Pediatric Nursing		
1930	Psychiatric Nursing		
1940	Community Health Nursing		
1945	Emergency/Trauma Nursing		
1950	Perioperative Nursing		
1960	Critical Care Nursing		
1964	Neonatal Intensive Care Nursing		
1972	Anesthesia		
1974	Pediatric Nurse Practitioner		
1976	Family Nurse Practitioner		
1980	OB/GYNO Nurse Practitioner		
1981	Nurse Midwife		

**NOTES:**

<sup>(1)</sup> General: These codes describe fields unique to the various Staff Corps specialties. Staff Corps requirements outside these fields will be given the applicable functional field or the appropriate education/training/experience code.

<sup>(2)</sup> The following criteria shall be used in the assignment of subspecialty codes to identify officers in the Medical Department.

Subspecialty 1 - Specialty in which an officer is currently fully credentialed and actively practicing as a primary duty, or the specialty for which the officer is in training. Trainees are not counted in specialty inventories.

Subspecialty 2 - Fully trained, may not be currently credentialed or actively practicing the specialty as a primary duty. Usually the specialty in which trained prior to attaining Subspecialty 1. May require refresher training to become fully credentialed.

Subspecialty 3 - Fully trained, may not be currently credentialed or practicing the specialty. Usually the specialty in which trained prior to attaining Subspecialty 2. May require lengthy refresher training to become fully credentialed.

<sup>(3)</sup> This code (1800) indicates a billet requirement for a Health Care Administrator of the Medical Service Corps with the specified level of education and/or experience in health care administration or related management disciplines.

<sup>(4)</sup> This code (1900) indicates a billet requirement for a Nurse Corps officer qualified in any of the disciplines included within the field with the level of education, training, or experience as specified by the suffix.

<sup>(5)</sup> This subspecialty (1806) applies to any Medical Department designator.

<sup>(6)</sup> This subspecialty (1308) no longer assigned to billets or personnel.

**6. Subspecialty Code Billet Application**

a. **Subspecialty Code Criteria.** Three types of criteria are evaluated when reviewing the SSP code justification provided on the Subspecialty Coding Validation Request form: (1) General; (2) Specific; and (3) Level. The requirement to satisfy these criteria in the process of assigning a SSP code to a billet is essential to the management and integrity of the SSP system. Where it is not clear that criteria have been met, further justification must be requested. An outline of General, Specific and Level criteria is shown below:

(1) **General Criteria** are defined by DCNO (N1) and subdivided into:

**REQUIRED:** a naval officer with either operational, technical or managerial experience (cannot substitute with a civilian, LDO, or Warrant Officer). Supervision over personnel with graduate education is required.

(2) **Specific Criteria**

Developed by the Subject Matter Expert and specific to each SSP field. Maintained by the Subject Matter Expert and updated at least biennially before the Subspecialty Validation Review.

(3) **Level Criteria** are defined by DCNO (N1) and unique to each suffix as described below.

b. Suffix Definitions

(1) Graduate Education Non-Proven Suffix

P, D, N-CODES: Requires theoretical knowledge that could not be acquired, under normal circumstances, as a result of progressive or selected assignments, attending short courses, or on-the-job training. This knowledge would be obtained in a formal educational regimen leading to a degree program that meets Educational Skill Requirements (ESRs).

G-CODES: Applies to unique Staff Corps subspecialty billets and personnel only. This knowledge would be obtained in a formal educational regimen leading to a degree program.

(2) Graduate Education Proven Suffix

C, M, Q-CODES: Applies only to Unrestricted Line Officer (URL), Medical, and Fleet Support (1700) officer billets in the grades of LCDR through CAPT. The billet must first satisfy the proper criteria for the SSP education at the base (non-proven subspecialist) level. In general, these billets require experienced senior (proven) officers of the SSP system. The billets should be considered as follow-on billets for basic SSP billets.

F- CODE: Applies to unique Staff Corps subspecialty billets and personnel only. The billet must first satisfy the proper criteria for the SSP education at the base (non-proven subspecialist) level. In general, these billets require experienced senior (proven) officers of the SSP system. The billets should be considered as follow-on billets for basic SSP billets.

(3) Doctorate Level Criteria. C and D coded billets:

D-CODE: Requires comprehensive knowledge of specific theories, principles, processes and/or techniques certified through the acquisition of the doctorate for optimum performance of duty; also requires the conception, implementation, appraisal, or management of exceptionally complex Navy and/or DoD programs.

C-CODE: All of the D-code criteria are applicable; additionally, the billet requires a proven subspecialist at the doctorate level.

(4) Post-Master's Degree Level Criteria. M and N coded billets.

(a) Engineer's Degree Level Criteria

N-CODE: Requires both engineering experience and comprehensive knowledge of scientific theories and engineering principles, processes and/or techniques certified through the acquisition of the engineer's degree for optimum performance of duty; also requires the conception, appraisal, or management of exceptionally complex Navy and/or DoD programs. The billet requires the application of the most modern techniques in certain scientific fields, such as: hydrodynamics, aerodynamics, fluid mechanics, thermodynamics, structural mechanics, nuclear physics, or electronics.

M-CODE: All of the N-code criteria are applicable; additionally the billet requires a proven subspecialist at the engineer's degree level.

(b) Other Post-Master's Degree Level Criteria

N-CODE: Requires significant educational experience and comprehensive knowledge of current theories and established principles, processes, and/or techniques certified through the acquisition of the post-master's degree for optimum performance of duty; also requires the conception, appraisal, or management of exceptionally complex Navy and/or DoD programs. These programs usually involve plans, policy, and/or decisions at the highest levels of military and/or government services. Additionally, the billet requires the application of the most modern techniques in certain fields, such as: intelligence, management, political-military science, strategic planning, applied logic, operations analysis, logistical analysis, operations systems, communications, computer technology, environmental science, or law.

M-CODE: All of the N-code criteria are applicable; additionally the billet requires a proven subspecialist at the post-master's degree level.

- (5) Master's Degree Level Criteria. P and Q coded billets.

P-CODE: Requires extensive knowledge of theories, principles, processes and/or techniques certified through the acquisition of the master's degree for optimum performance of duty; also requires the conception, implementation, appraisal, or management of complex Navy and/or DoD programs.

Q-CODE: All of the P-code criteria are applicable; additionally the billet requires the combination of both professional experience and proven subspecialist at the master's degree level.

- (6) Degree Program Not Meeting All Education Skill Requirements. F and G coded billets.

Applicable to unique Staff Corps subspecialty codes. F and G are used to denote officers who enroll in a degree program which does not fully meet the Navy Education Skill Requirement (ESR) criteria in a subspecialty.

F and G coded billets require theoretical knowledge obtained in a formal educational regimen leading to a degree program which may not meet all of the educational skill requirements. F-coded billets require a proven subspecialist at the G-coded level.

- (7) Baccalaureate Level Criteria. E-coded billets.

E-CODE: Requires a basic knowledge of theories, principles, processes, and techniques certified through the acquisition of the baccalaureate degree with major concentration in the SSP field for optimum performance of duty; also requires the performance of analytical work, the compilation of related reports and/or the effective assembly of information essential for the implementation and management of Navy and/or DoD programs.

- (9) Experience Level Criteria. R and S coded billets.

S-CODE: Requires the combination of professional experience and knowledge of theories, principles, processes, and/or techniques in the SSP field; also requires knowledge in the SSP field obtained through training or prior successful service in the SSP field.

R-CODE: All of the S-code criteria are applicable; additionally the billet requires a proven subspecialist at the experience level.

- (10) Training. T coded billets.

T-CODE is for people only in OAIS while they are in training. Not applicable for billets.

- (11) Immediate Graduate Education Program (IGEP). Immediate Graduate Education Program Graduates.

I-CODE: Assigned to all newly commissioned officers that obtain a Master's level education awarded through the completion of the Immediate Graduate Education Program at the Naval Postgraduate School, Air Force Institute of Technology, or affiliated schools. Officers will receive the specific subspecialty code for which they have completed coursework and the IGEP I-code suffix.

Requires broad knowledge of theories, principles, processes and/or techniques certified through the acquisition of the master's degree for optimum performance of duty; also requires the rudimentary conception, implementation, appraisal, or management of complex Navy and/or DoD programs.

Master's degree does not fully meet Navy criteria for a P-code in a degree program. Officers will retain I-code suffix associated with degree completion throughout careers. Officers may complete a utilization tour in a general or specific P-code billet, however officers will retain the I-code suffix for program tracking.

Not applicable to billets.

## 7. Subspecialty Suffixes.

<u>Suffix</u>	<u>Definition</u>
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- |   |  |
|---|--|
| B | Validated requirement for master's or higher level of education but second priority to P, Q, M, N, C, or D-coded billets; used when subspecialty code compensation has not been identified. Applies only to billets. |
| C | PhD level of education - <u>proven</u> subspecialist   |
| D | PhD level of education   |
| E | Baccalaureate level of education in a field applicable to the subspecialty. Assigned to billets in unique areas that need specific background to perform billet objectives.  |
| F | Master's degree not fully meeting Navy criteria in a degree program - <u>proven</u> subspecialist (unique Staff Corps subspecialties).   |
| G | Master's degree not fully meeting Navy criteria in a degree program (unique Staff Corps subspecialties).   |
| I | Master's degree completed by Immediate Graduate Education Program graduates not fully meeting Navy criteria in a degree program. Applies only to officers.   |
| J | Fully trained (Medical Only)   |
| K | Board certified/Board equivalency certified (Medical Only)   |
| M | Post-master's graduate degree level of education - <u>proven</u> subspecialist   |
| N | Post-master's graduate degree level of education   |
| P | Master's level of education  |
| Q | Master's level of education - <u>proven</u> subspecialist  |
| R | Significant experience - <u>proven</u> subspecialist   |
| S | Significant experience   |
| T | Denotes training billet which qualifies incumbent for an S-code  |
| V | Formal preparation beyond basic professional education in a program approved by Bureau of Medicine and Surgery (Medical only)  |

## 8. Recommendations to Establish, Delete or Revise Subspecialties

- a. Recommendations to establish a SSP code must include the following:
  - (1) Recommended SSP code and title.
  - (2) Any corresponding special requirements to be included in this manual or OPNAVINST 1000.16 series.
  - (3) List of designator(s) that can hold the SSP code, including minimum and maximum pay grades applicable to officers and billets.
  - (4) Funding implications including curriculum development, education skill requirements (ESR), instructor workload, Military Construction (MILCON), OPN costs, and student/training billets needed to maintain curriculum. Recommend command consult with Officer Policy and Programs Section (N71C) for guidance on ESRs.
  - (5) Number and location of billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed SSP, any coding on the billet at this time, and minimum number of officers required at Naval Postgraduate School (NAVPGSCOL) to support a curriculum. Recommend command consult with the NAVPGSCOL and the Officer Subspecialty and Graduate Education Management Section (CNO N131E).

- (6) Information on how the qualifications are presently identified.
  - (7) The specific degree program required to earn this SSP. (This item is mandatory.)
  - (8) Problem areas (current and future).
  - (9) Justification: a statement as to why existing expressions (i.e., NOBC, AQD, SSP, grade, or designator) or current method of identifying the authorizations are insufficient without the proposed SSP code; other historical or amplifying information.
  - (10) Any Reserve implications.
  - (11) Major Area Sponsors and Subject Matter Experts.
  - (12) Point of contact (include telephone (both commercial and DSN) number, telefax number, and e-mail address).
- b. Recommendations to delete a SSP code must include the following:
- (1) Code number and title of the SSP to be deleted.
  - (2) Background, reason for deletion.
  - (3) Information on how to recode billets and personnel presently coded with this SSP:
    - (a) Billets. Recoding of billets should be done during the biennial revalidation process if possible. Include a Data Processing Services Request (DPSR) for recoding of billets if not done during the revalidation.
    - (b) Personnel. Personnel with this SSP will either be phased out through attrition or will transfer to another SSP. Include in request how you want the personnel with this SSP to be handled; pre-staff through the Professional Development Education and Subspecialty Branch (PERS-440).
  - (4) Indicate Reserve implications.
  - (5) Indicate extent of coordination with Major Area Sponsors, Subject Matter Experts, Claimants, etc. Recommend command consult with the NAVPGSCOL and the Officer Subspecialty and Graduate Education Management Section (CNO N131E).
  - (6) Point of contact (include telephone (both commercial and DSN) number, telefax number, and e-mail address).
- c. Recommendations to revise a SSP code must include:
- (1) Code number and title of SSP to be revised.
  - (2) Background, reason for revision.
  - (3) Recommended changes.
  - (4) Any corresponding special requirements to be included in this manual or the OPNAVINST 1000.16 series.
  - (5) List of designators that can hold the SSP code including minimum and maximum pay grades applicable to officers and billets.
  - (6) Funding implications including curriculum development, education skill requirements (ESR), instructor workload, MILCON, OPN cost, and student/training billets needed to maintain curriculum. Recommend command consult with Officer Policy and Programs Section (N71C) for guidance on ESRs.
  - (7) Number and location of billets by activity name, activity Unit Identification Code (UIC), Billet Identification Number (BIN), Billet Sequence Code (BSC), billet title, designator and grade, proposed SSP, any coding on the billet at this time, and minimum number of officers required at Naval Postgraduate School (NAVPGSCOL) to support a curriculum. Recommend command consult with the NAVPGSCOL and the Officer Subspecialty and Graduate Education Management Section (CNO N131E).
  - (8) Information on how the qualifications are presently identified.

(9) Education curriculum and ESR that support requirements.

(10) Problem areas (current and future).

(11) Justification: a statement as to why existing descriptors (i.e., NOBC, AQD, SSP, grade, or designator) or current method of identifying the requirements are insufficient without the proposed subspecialty code change; other historical or amplifying information.

(12) Any Reserve implications.

(13) Point of contact (include telephone (both commercial and DSN) number, telefax number, and e-mail address).

(14) Major Area Sponsors and Subject Matter Experts.

(15) Information on how to recode billets and personnel presently coded with this SSP:

(a) Billets. Recoding of billets should be done during the biennial review process if possible. Include a Data Processing Services Request (DPSR) for recoding of billets if not done during the revalidation.

(b) Personnel. Personnel with this SSP will either be phased out through attrition or will transfer to another SSP. Include in request how you want the personnel with this SSP to be handled; pre-staff through the Professional Development Education and Subspecialty Branch (PERS-440).

(16) Extent of coordination with Major Area Sponsors, Subject Matter Experts, Claimants, etc.

d. Submit recommendations to establish, revise or delete SSPs via the appropriate chain of command (include CNO (N131E) to Commanding Officer, Navy Manpower Analysis Center, ATTN: Code 10, 5720 Integrity Drive, Millington, TN 38054-5011.